

# Internal Assessment

The idea of Internal Assessment (IA) is to give students the opportunity to demonstrate their understanding and application of economic theory to current real-world events.

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## Outline

The portfolio contains three separate pieces of work called commentaries. Each commentary, no longer than 750 words (see the IB Guide for details of what is not included in the word count), is based on a published news article. Each commentary must come from a different section of the IB Economics Course: Microeconomics, Macroeconomics, and International Economics and Development Economics. The whole portfolio is worth 20% of the final mark.

Ask your teacher for the section on Internal Assessment found in the IB Economics Guide and read it carefully.

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## Advice on writing the commentary

### 1. Choosing the article

- Each of the three articles must come from a newspaper, journal, or Internet news site (not from TV or radio broadcasts) and must be chosen by you, the student.
- Select articles that allow you to apply and explain economic concepts and theories that you have studied in class. Make sure that the article allows you to analyze using at least two diagrams. The article must not include economic analysis. It is for you to do this based on the general news story you have selected.
- Do not use long articles. Shorter articles are best. If you choose a long article you must highlight the parts of the article that your commentary focuses on.
- Articles should be topical. They must have been published no earlier than one year before you write your commentary.
- Each commentary must be based on articles from different sources. For example, you should not use two articles from the BBC news website.
- Consider using articles from local news media as well as from national and international news media.
- When writing your commentary you should use the same language as that used in the article. If not you must translate the original article and attach it to your commentary.
- You must not work with others on your commentaries. They must be your own work and it is advisable to pick an article that is not being used by other students.

### 2. Independent work

- The help your teacher is able to give you is limited.
- Your teacher can only advise you on the selection of articles – they are not allowed to search for an article for you. You must look for the article yourself and decide which one to use for your commentary.
- You can discuss with your teacher about which diagrams, concepts, and theories might be applied, based on the information in the article.
- Your teacher can read the first draft of your commentaries and feedback to you how you could make improvements; however the teacher is only allowed to give basic feedback and will not write down any suggested changes to the commentary.

### 3. Gaining high marks for your commentary

- Set out below are the criteria used by your teacher to mark your commentaries. The article should allow you to be able to score full marks for each criterion shown in the table below.

Criterion	Skill area	Marks	Top level descriptor
A	Diagrams	3	Relevant, accurate, and correctly labelled diagrams are included, with a full explanation.
B	Terminology	2	Terminology relevant to the article is used appropriately throughout the commentary.
C	Application	2	Relevant economic concepts and/or theories are applied to the article appropriately throughout the commentary.
D	Analysis	3	There is effective economic analysis relating to the article.
E	Evaluation	4	Judgements are made that are supported by effective and balanced reasoning.
	Total	14	

- When reading through the article write down the concepts, areas of analysis, and a list of economic terminology from the course specification that you could apply, ensuring that they come from the appropriate section of the course.
- Draw the diagrams (at least two) that could be used to improve economic analysis. If you find it difficult to apply diagrams and concepts then do not use the article and search for another.
- Write up a basic commentary structure. Set out an outline of each part of the commentary, highlighting the concepts and diagrams that can be applied along with evaluative points that can be made.

## Writing your first draft

### 1. The opening paragraph

- This should include a very short outline of the article along with the key theories to be discussed. For example, the opening paragraph of your commentary based on a news story about a survey of air quality in Chinese cities might read as follows:

*Environmental officers reported that only three of the 74 major cities surveyed in China met national air quality standards in 2013. Rising industrial output has led to increases in **external costs** and **welfare loss**. Some politicians and environmentalists are considering policies that might reduce the external costs, thereby correcting **market failure**.*

- Study the IB criteria ensuring you understand how to gain marks. There are six criteria listed below along with advice on gaining the marks in each of them.

### 2. IB criteria

#### Criterion A: Diagrams

The diagram must relate to the news story. Each diagram should be given a title and be correctly labelled. You should:

- Write a brief introduction to each diagram along with a detailed written explanation.
- Remember to explicitly relate the diagram to the news story. A full, accurate, and relevant explanation of the diagram will help you gain top marks for criterion D. For example, if the article is about rent control you should draw a price ceiling diagram in order to help analyze the effects of a maximum rent on the market for rented accommodation, explicitly relating the analysis to the news story.

#### Criterion B: Terminology

Remember that you are writing as an economist.

- Use lots of economic terminology that relates to the article and define the words and terms that are central to your economic analysis.
- Terms should be defined only once within your portfolio of three commentaries, for example: *The economy moved into recession, which is two consecutive quarters of negative economic growth.*

#### Criterion C: Application and Criterion D: Analysis

- You should apply economic concepts that relate to the article. For example, if your article is about pollution caused by production, you would draw the **negative externalities** in production diagram and apply the concept of external costs and welfare loss, explaining clearly what they mean.
- Your analysis should relate to the events discussed in the news story. Say you have chosen an article that highlights air pollution caused by industrial output in China: the following passage shows how you might apply and explain concepts and write analysis that relates to the news story.

### Subject vocabulary

**external costs** occurs when the production or consumption of a good creates a cost that must be paid by third parties

**welfare loss** the sum of the loss of consumer and producer surplus caused by market or government failure

**market failure** when resources are not allocated or used efficiently.

**negative externalities** occur when the production or consumption of a good creates costs that must be paid by third parties. The existence of negative externalities means that social cost is greater than private cost

## Subject vocabulary

**third parties** people who are not directly involved in a transaction but are nevertheless affected by the transaction. People who are external to the market

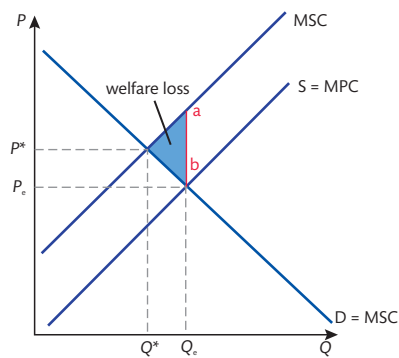
**minimum wage** the minimum amount of money a firm is legally allowed to pay a worker for one hour's work.

**relative poverty** a measure of poverty that relates to the average income earned in a country or region. Definitions vary but many governments define it as an income less than 50 per cent of the median income.

**stakeholders** people or groups who have an interest in, or are affected by, the activities of organisations, particularly businesses

**black market** an illegal market in goods or services

As explained in the article, increases in industrial output in China have caused an increase in air pollution. This has led to negative externalities, such as the cost to **third parties** of treating people with respiratory diseases. Producers do not take into account such external costs when setting levels of output.



As illustrated in the diagram above, at the private optimum level of output  $Q_e$ , the marginal social cost of production, which is the addition to private costs plus the addition to external costs caused by producing the next unit of output, is greater than the marginal social benefit leading to welfare loss.

### Criterion E: Evaluation

There are a number of ways you can make evaluative points.

- Say you are discussing real wage unemployment. Your analysis, along with a diagram, should show how the government **minimum wage** causes unemployment, and that by reducing the minimum wage unemployment falls. You can evaluate the extent to which this policy would be successful and how it might affect stakeholders. Evaluative points might include:
  - i. If the minimum wage is not below the equilibrium wage, removing or reducing it will not affect employment.
  - ii. Reducing the minimum wage may provide an incentive for workers to reduce the number of hours they work or to leave the workforce altogether.
  - iii. Reducing the minimum wage might lead to an increase in income inequality and **relative poverty** and cause an increase in the negative externalities associated with poverty.
  - iv. Reducing the minimum wage might lead to the exploitation of vulnerable members of society.
- Say you are discussing the use of tax to correct market failure caused by negative externalities in the consumption of tobacco. Your analysis, along with the diagram, should explain how a tax can lead to the correction of market failure. You can evaluate the extent to which this policy would be successful and how it might affect certain **stakeholders**. Evaluative points might include:
  - i. Success of the policy depends on an accurate assessment of the external costs.
  - ii. Tobacco is addictive therefore PED is inelastic. A relatively high tax would be needed to affect consumption and might lead to the formation of a **black market**. Government revenue from taxation falls but the external costs are not significantly reduced.
  - iii. The tax per unit is a regressive tax. The tax might be described as inequitable. Those on low incomes are the most affected. They pay a higher proportion of their income in tax than those who are better off.
  - iv. The extra tax raised by the government can be used to further reduce consumption. For example, the government might increase expenditure on negative advertising.

### Criterion F: Rubric requirements

- To make sure you gain all 3 marks available in this section you must meet all five rubric requirements:
  - i. Each commentary must not exceed 750 words.
  - ii. Each of the three articles in your portfolio must be based on a different section of the syllabus, e.g. one from the microeconomics section, one from macroeconomics, and one from international trade.
  - iii. Each of the articles must come from different sources.
  - iv. Each of the articles must have been published no earlier than one year before your writing of the commentary.
  - v. The completed coversheet for each of the commentaries, plus the summary portfolio coversheet, must be included.

Internal Assessment Economics	
Name	
Extract title	
Extract source (including hyperlink)	
Date accessed (if website)	
Date of extract	
Word count	
Date of commentary	
Section of syllabus	

### 3. Final checks

Once you have completed the first draft, hand it in to your teacher. They will give you feedback on how to improve the work and gain more marks. Before handing in a final draft, check that you have done the following:

- Met all five rubric requirements.
- Accurately defined the key economic terms.
- Included at least two diagrams that are correctly labelled and titled.
- Analyzed the diagrams using lots of economic terminology, with explicit reference made to events in the article – simply writing out a ‘textbook’ explanation of the diagrams is not sufficient.
- Included the main relevant economic concepts that can be related to the article in your analysis. Again, analysis should not simply be copied from the textbook – it must be related directly to the article.
- Included evaluative points concerning, for example, the effects of policy on various stakeholders, a discussion on the effectiveness of policy, and an examination of the validity of the economic concepts applied.

### IA commentary – Example

Set out below is a news article concerning the Irish government's plans to reduce the costs caused by the consumption of alcohol. Read the article and consider the economic concepts that might be applied and the diagrams that might be used in the commentary.

According to the NHS, alcohol misuse means drinking excessively, that is drinking more than the recommended limits of alcohol consumption: 21 units of alcohol a week or less for adult men, and 14 units a week or less for adult women. Staying within the limits is known as ‘sensible’ or ‘responsible’ drinking.

The Irish Cabinet over the past few months has been discussing the issue of alcohol misuse and the measures it might take to encourage ‘responsible’ drinking. It was announced last week by the Minister of State at the Department of Health, Alex White, that the Cabinet has agreed to implement a range of policies designed to reduce the negative effects of the excessive consumption of alcohol, which include injuries, premature deaths, violence, vandalism, absenteeism from work and family breakdown.

The Minister of State said that the Cabinet was concerned about the wide availability through off-licences of low price, super-strength cider and lager, and cheap vodka, which has serious short- and long-term consequences, particularly for young consumers but also for the community at large. The Cabinet recognises that underage drinking establishes a pattern of consumption for life and that tackling this problem is a priority.

By establishing a minimum price per gram of alcohol, placing further restrictions on the advertising and marketing of alcohol, and extending the enforcement powers of Environmental Health Officers the Cabinet believes the negative effects created by the consumption of alcohol will be reduced.

The Minister of State sought to reassure the many publicans who voiced concerns, insisting that their businesses would not be affected by the proposed legislation because the price of drinks in pubs would be considerably higher than the minimum price. A source close to the Minister has suggested that the Cabinet is considering increasing the duty levied on alcohol. The drinks industry will be keeping a close eye on developments.

Adding his support for these policy measures, Health Minister Dr Reilly pointed to the burden on the taxpayer and on health service resources of alcohol consumption, referring specifically in his statement to

## Subject vocabulary

**private costs** the cost incurred by firms or consumers from their own production or consumption of a good

**external costs** occurs when the production or consumption of a good creates a cost that must be paid by third parties

**free market** a market where the forces of demand and supply are allowed to operate without any forms of intervention

**resources** the inputs into the production process, the factors of production

**market failure** when resources are not allocated or used efficiently.

the large number of hospital beds taken by patients with injuries and illnesses caused by drinking alcohol. A high proportion of those who attend Accident and Emergency departments on Friday and Saturday nights are there because of drink-related incidents.

The new laws will ban the advertisement of alcohol on the television and radio during the day, and by 2018 restrictions will also be placed on the ways in which alcoholic drinks can be depicted in the print media and on hoardings.

The Cabinet considered banning the sponsorship of sporting events by alcohol producers. However, the Irish Rugby Football Union opposed this measure, claiming that such a ban would have severe adverse effects on major sporting occasions including the Heineken Cup. Weighing up the arguments the Cabinet decided not to introduce a ban at this time.

Some health specialists claim that the measures do not go far enough. They argue that more resources should be devoted to the dissemination of information spelling out the dangers of drinking. People must be made fully aware of the potential harm of alcohol consumption.

In the article the writer highlights a number of consequences of the consumption of alcohol, including both **private costs** and **external costs**, and he reports on the possible action that might be taken to reduce the costs. It is clear that you are able to apply economic terminology, theory and concepts, and use relevant economic diagrams in your commentary based on this article. Below are examples of how to meet the demands of the criteria – the intention is to give you a guide to writing a successful commentary:

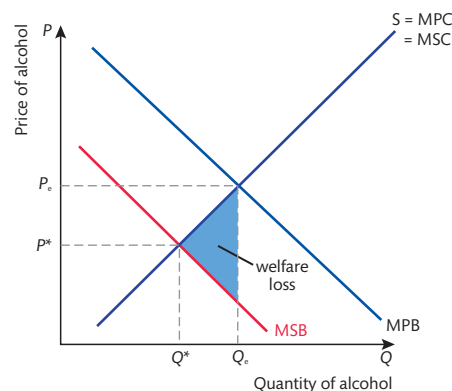
- As stated earlier, your opening paragraph should include a brief outline of the article along with the main economic concepts that you intend to apply. Below is an example of an opening paragraph that sums up the information and the concepts. Remember that you are an economist and therefore must write as one. Note the use of lots of economic terminology. Do this right from the start and throughout your commentary. It will catch the eye of the examiner and help you earn full marks for criterion B: Terminology.

*The Irish Cabinet agreed to introduce policies designed to reduce the consumption of alcohol. As reported in the article, there are many private and external costs caused by drinking alcohol. Alcohol is a demerit good, meaning it is over-consumed and over-produced left to the **free market**. The negative externalities associated with its consumption cause a misallocation of **resources**, so the market fails. The Irish Government hopes that its policies will lead to a fall in both the private and external costs of alcohol and an efficient allocation of resources.*

- You must relate the economic concepts to the article. In this case you need to define private and external costs and give examples of them from the report. This meets the demands of criteria B: Terminology and C: Application. For example:

*The consumption of alcohol generates private costs (costs borne by the individual consumer) and external costs or negative externalities (the negative spillover effects caused by the consumption of alcohol – the costs are borne by third parties). As stated in the report, the Irish Government recognizes some of the private and external costs caused by the consumption of alcohol 'which include injuries, premature deaths, violence, vandalism, absenteeism from work and family breakdown' as well as the cost to the taxpayer of treating the many patients in hospital 'with injuries and illnesses caused by drinking alcohol'.*

- It is important to use at least two relevant diagrams in your commentary, which are clearly and fully explained within the context of the article. Using a diagram, you must explain how the consumption of alcohol causes the market to fail. In this case you need the diagram illustrating **market failure** caused by negative externalities in consumption. Remember to label the diagram appropriately. Set out on the right is the diagram and an explanation of it. Note how the explanation relates to the subject of the article. Doing this well will help you meet criteria A: Diagrams, B: Terminology, C: Application and D: Analysis.



*The consumption of alcohol creates social costs (private costs plus external costs). The consumer does not consider the external costs when deciding how much alcohol to consume. Only the marginal private costs (the addition to private costs from the consumption of the next unit of alcohol) and the marginal private benefits (the addition to private benefit from the consumption of the next unit) are taken into account. The consumer will consume up to the point where marginal private cost equals marginal private benefit. That is where the cost to the consumer of the additional*

unit (which is mainly the price paid but also includes ill health and loss of income) is equal to the value of the benefit gained from the consumption of the additional unit. The private optimum level of consumption is at  $Q_p$ , as shown in the diagram above. However, the benefit gained by the consumer is greater than the benefit enjoyed by society as a whole. Therefore marginal social benefit is less than marginal private benefit and the marginal social benefit curve is lies below and to the left of the marginal private benefit curve.

At the private optimum level of consumption  $Q_p$ , marginal social cost (the addition to social costs from the consumption of the next unit) exceeds marginal social benefit (the addition to social benefit from the consumption of the next unit). This means the cost to society from the consumption of the next unit of the good is greater than the benefit society gains from the consumption of it. The social optimum level of consumption is at  $Q^*$ , where marginal social costs (MSC) equals marginal social benefit (MSB). For all consumption of alcohol between  $Q^*$  and  $Q_p$ ,  $MSC > MSB$  therefore on each of these units of alcohol consumed there is a welfare loss. The total welfare loss is the shaded area in the diagram. There is a misallocation of resources (too many resources are allocated to the production of alcohol) and the market fails to produce an allocatively efficient outcome (where the social cost of the next unit of alcohol consumed equals the benefit society enjoys from the consumption of it).

- You might then address the issue of how the government intends to reduce the consumption of alcohol and thereby reduce the social costs and correct market failure. An effective explanation of how the policies of the Irish Government may correct market failure will help to meet criteria B: Terminology, C: Application and D: Analysis. For example:

The Irish Cabinet has approved an extensive package of measures to deal with alcohol misuse. These policies include minimum pricing (a price below which it is illegal to sell a unit of alcohol) and restrictions on the advertisement of alcohol. Some health specialists believe more resources should be devoted to negative advertising and educational programmes aimed at correcting information failure (which occurs in this case because buyers in the market do not have perfect knowledge of the social costs created by the consumption of alcohol) by informing people about the true costs of alcohol consumption. People weigh up the costs and benefits when deciding how much alcohol to consume. When in possession of all the information regarding the social costs consumers perceive there to be less benefit from the consumption of the marginal unit at each price and therefore demand falls. The marginal private benefit curve shifts down and to the left until the private optimum level of consumption, where  $MPC = MPB$ , is now equal to the social optimum level, where  $MSC = MSB$  at  $Q^*$  in the diagram. The government, by informing people of the full costs of alcohol consumption, corrects information failure and thereby reduces the quantity of alcohol consumed. Resources are reallocated away from the production of the good, thereby reducing the negative externalities and correcting market failure.

- To meet criterion E: Evaluation you must make evaluative points and judgments. You can do this throughout the commentary, not just at the end. Judgments must, however, be based on comprehensive and accurate economic analysis. In this case you might evaluate the extent to which the Irish Government's policies will succeed in correcting market failure. For example, in your commentary you might examine the following points:

Introduction of the policies may lead to government failure (occurs when government intervention causes a more inefficient allocation of goods and resources than would occur without that intervention). The reduction of consumption will lead to unemployment and an increase in benefit payments and a fall in income tax revenue. Taxes collected on the sale of alcohol, such as duty (tax charged per unit of a good), will fall. This will cause an increase in the budget deficit (occurs when government expenditure > tax revenue) and an increase in the Irish Government's borrowing requirement (the amount of money government must borrow from the financial markets in order to cover the budget deficit).

Success of the policies depends upon an accurate assessment of the **negative externalities** associated with the consumption of alcohol. If costs are underestimated, government action may not reduce consumption enough to correct **market failure**. If overestimated, then consumption may be reduced to a level where **marginal social benefit** exceeds **marginal social cost**.

There is an opportunity cost (the next best alternative forgone) of government action. For example, the **resources** used by government to correct information failure are then not available for the provision of additional public services.

Increasing the price through higher taxes or through the introduction of a minimum price might lead to an increase in informal market or black market activity. Consumption switches from the regulated, legal and taxed market to the unregulated, illegal and untaxed market. Consumption does not fall, so the **external costs** remain unchanged while the government collects less tax revenue.

## Subject vocabulary

### negative externalities

occur when the production or consumption of a good creates costs that must be paid by third parties. The existence of negative externalities means that social cost is greater than private cost

**market failure** when resources are not allocated or used efficiently.

### marginal social benefit

marginal social benefit = marginal private benefit + marginal external benefit. It is the additional social benefit generated by the consumption or production of an additional unit of output.

### marginal social cost

marginal social cost = marginal private cost + marginal external cost. It is the additional social cost generated by the consumption or production of an additional unit of output.

**resources** the inputs into the production process, the factors of production

**external costs** occurs when the production or consumption of a good creates a cost that must be paid by third parties



## Subject vocabulary

**demerit goods** goods that are overprovided and over consumed if left to the free market. Consumption sometimes produces negative externalities, in which cases marginal social costs are greater than marginal private costs.

**external costs** occurs when the production or consumption of a good creates a cost that must be paid by third parties

**external benefits** occurs when the production or consumption of a good causes a benefit to third parties

**economic growth** an increase in real GDP

**tradable permits** an allowance issued by the government that allows a firm to emit pollution up to a specified limit. There is a market for permits where firms who have reached their limit can buy permits from firms who have not used up their allowance.

**positive externalities** occur when the production or consumption of a good causes benefits to third parties. The existence of positive externalities means that social benefit is greater than private benefit.

**free market** a market where the forces of demand and supply are allowed to operate without any forms of intervention

**resources** the inputs into the production process, the factors of production

**merit good** goods that the government believes will be under consumed left to the free market. Consumption of a merit good may generate positive externalities therefore the social benefit of consumption is greater than the private benefit.

**subsidies** payments made by government to firms per unit of output

**fiscal policy** government policy designed to achieve macroeconomic objectives through government expenditure and taxation

**monetary policy** the control of the supply of money by the central bank to affect the economy (e.g. changing interest rates).

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## General advice for completing your commentaries

- Make sure you select a news report or article that allows you to apply economic concepts and theories and use economic diagrams. When reading the article, it should be clear which concepts, theories and diagrams could be applied.
- Write an opening paragraph that summarizes the content of the article, being sure to state the key theories and concepts to be applied. Remember you should, if necessary, rewrite the introduction when you have completed the commentary, ensuring that it reflects all the key concepts and theories that you actually applied.
- Remember that you are an economist so you must write like an economist. Use lots of economic terminology throughout remembering to define those important words and phrases.
- Throughout your commentary ensure that you always relate the economic concepts, theories and analysis to the subject matter of the article.
- Use appropriate diagrams and write out a detailed explanation of them using precise economic terminology, and remember to relate your explanation to the article.
- Evaluative points can be made throughout the commentary. Judgments must be based on and supported by accurate and comprehensive economic analysis.
- Make sure you meet all rubric requirements.

If you follow all of the advice and ask your teacher for help (your teacher is your most important resource), you should meet all of the criteria and gain high marks for your commentary portfolio.

The basis of a good commentary is an appropriate report or article that allows you to apply economic concepts and theories. Listed below are just a few suggestions regarding the type of subject matter that you might consider searching for, along with a few concepts and theories that it might be appropriate to apply – **it is not a comprehensive list**.

### Section 1: Microeconomics

Look for articles that discuss the costs of the consumption of alcohol, cigarettes or fatty foods and measures that can be taken to reduce demand for them. These are **demerit goods**. They have negative externalities associated with their consumption, leading to a misallocation of resources and market failure. You can discuss why the market fails using the negative externalities in consumption diagram to illustrate your explanation. You can also explain, using further diagrams, how the market failure can be corrected along with an evaluation of each method.

Articles discussing the **external costs** and **external benefits** of **economic growth** lend themselves to the application of economic terminology, concepts, theories and diagrams. You can discuss why the market fails using the negative externalities in production diagram to illustrate your explanation. You can also explain, using further diagrams, how market failure might be corrected, along with an evaluation of each method. For example, it might be appropriate to discuss the use of **tradable permits**, regulation and taxes.

Articles discussing the external benefits of goods lend themselves to economic analysis. Articles on the benefits of education and training or provision of health care are ones to look out for. You can explain, using the **positive externalities** in consumption diagram, why the **free market** might fail, and discuss the relevant policies that might increase the allocation of **resources** to the production of the **merit good**, such as the provision of **subsidies** and the correction of information failure.

### Section 2: Macroeconomics

Articles concerning government **fiscal policy** and **monetary policy** aimed at increasing economic growth and employment or at reducing **inflation** allow for the application of economic concepts and analysis. AD/AS diagrams can be used to illustrate your explanations. Evaluation might include the consequences of **contractionary fiscal and monetary policy** and **expansionary fiscal policy and monetary policy**. For example, you can discuss the impact of higher **interest rates**, introduced to reduce **aggregate demand**, on other economic variables such as employment, economic growth and the **exchange rate**. You might discuss the tradeoff between inflation and unemployment. A change in the rate of tax has many consequences. For example, you could, using the Laffer curve diagram, examine the impact the change has on the incentive to supply labour and the incentive to invest, and therefore the effect of a change in the rate of tax on the amount of tax revenue raised. Appropriate articles on macroeconomic policy give you the opportunity to do lots of economic analysis and evaluation.

### Section 3: International trade

Articles concerning the introduction or removal of protectionist policies such as **tariffs**, **quotas** and subsidies allow you to apply economic concepts and theories, and to use diagrams in your commentary. For example, the many consequences of the introduction/removal of a tariff/quota/subsidy can be discussed using the appropriate diagram to illustrate your explanation. There are many advantages and disadvantages of protectionist policies, so such an article will allow you to make a number of evaluative points.

Some articles concerning exchange rates lend themselves to economic analysis. The causes of an increase/decrease in the value of a currency (such as demand for imports/exports, interest rates, inward investment and speculation) can be discussed within the context of the article, with currency demand and supply diagrams used to illustrate your explanations. The various effects of a currency appreciation/depreciation can be explored, including the impact on the relative prices of imports and exports, the **balance of trade** and the **current account**. Evaluation might include a discussion on the Marshall-Lerner condition and the J-curve effect.

### Subject vocabulary

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**inflation** an increase in the general level of prices of goods/services in an economy over a given time period, usually a year

**contractionary fiscal policy** policy involving the reduction of government spending and/or the increase of taxation

**contractionary monetary policy** policy involving the reduction of the money supply and the increase of interest rates

**expansionary fiscal policy** policy involving the increase of government spending and/or the reduction of taxation

**expansionary monetary policy** expansion of the money supply and a decrease in interest rates to encourage consumption, investment and economic growth

**interest rates** the percentage amount charged by a lender for money borrowed or paid to a person for saving money

**aggregate demand** the total demand for goods and services in the economy at a given price level in a given period of time

**exchange rate** the price of a country's currency in terms of another currency

**tariffs** a tax placed on imported goods and services

**quotas** a physical limit placed on the number of goods that can be traded or produced

**balance of trade** the difference between the monetary value of a country's exports and the monetary value of its imports

**current account** a record of the amount of money flowing out of a country and into the country from the rest of the world from the trade in goods and services, investment income, and transfers in a given period of time



# Extended Essay

## Introduction

The Extended Essay is an in-depth study of a focused topic that promotes intellectual discovery, creativity, and writing skills. It provides you with an opportunity to explore and engage with an academic idea or problem in your favourite IB diploma subject. A successful Extended Essay will help you develop high-level research skills that will be invaluable at university. The final result will be a major piece of formally presented, structured writing, of which you can be immensely proud. Many students find the Extended Essay a valuable stimulus for discussion in interviews for university or employment.

The Extended Essay is compulsory for all Diploma Programme students, and is externally assessed. The IBO expects each student to spend approximately 40 hours on the project, and the finished product should be 3,800–4,000 words long.

## Do the footwork!

Email is useful for sending drafts and making arrangements, but in most other situations there is no substitute for having a proper conversation – don't rely on 'email meetings'. *Go and see* your supervisor *in person* when you need help. And, of course, ensure that you attend your scheduled meetings (even if you feel that there is little to discuss): it is vital to keep up regular contact.

## Length

The upper limit is **4,000 words** for all extended essays. This upper limit includes the introduction, the body of the text, the conclusion, and any quotations, but **does not include**:

- the abstract
- acknowledgments
- the contents page
- maps, charts, diagrams, annotated illustrations, and tables
- equations, formulae, and calculations
- appendices
- footnotes or endnotes
- the bibliography
- citations/references.

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## Approach

There are four main phases you must go through in order to complete your Extended Essay. These are outlined below.

### 1. Initial phase

- Explore ideas of interest, talking with teachers and reading widely.
- Arrange with your Extended Essay supervisor the regular day and time you are to meet to discuss progress.
- Agree with your supervisor upon a research question (title) for your essay.

### 2. Research phase

- Conduct research and gather data.
- Keep a detailed record of all sources of the data you have gathered so that you can draw up references for footnotes and the bibliography.
- Continue meeting with your supervisor on the agreed dates.
- Get advice concerning your research methods.
- Get advice concerning your question. Does the question need to be more focused? Will the question allow you to achieve a good mark?
- Modify your research question where necessary.

### 3. Writing phase

- Structure your essay.
- Begin to write up your first draft.
- In meetings with your supervisor check the essay against the assessment criteria to ensure none are being overlooked.
- Check with your supervisor that you are referencing correctly.

### 4. Refinement phase

- Make the necessary changes to the essay as advised by your supervisor.
- Proofread your essay.
- Double-check the rules for the formal presentation.
- Meet with your supervisor to finalize the draft.

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## Presentation

### Title page

- Contains your name, your candidate number, the session (e.g. May 2015), the research question (or title, if not worded as a question), the subject for which you are entered (e.g. Economics), and the word count.
- Your teacher will provide you with this form for you to fill in.

### Abstract

- An abstract not exceeding 300 words must be included on its own page immediately after the title page. It does not serve as an introduction, but presents an overview of the Extended Essay, and should, therefore, be written last.
- The inclusion of an abstract is intended to encourage students to examine closely the development of an argument within the Extended Essay and the validity of any conclusions that are reached; it is also designed to allow readers to understand quickly the contents of the Extended Essay.
- The minimum requirements for the abstract are for it to state clearly:
  - i. the research question being investigated
  - ii. the scope of the investigation
  - iii. the conclusion(s) of the Extended Essay.
- It is a good idea to divide your abstract into three paragraphs, each addressing one of these bullet points.

### Contents page

- A contents page must be provided at the beginning of the Extended Essay and all pages should be numbered. (An index is not required.)

### Introduction and conclusion

- The introduction and conclusion need to be titled; the number of the page on which they start needs to be listed on the contents page.

### Illustrations

- Presentation and overall neatness are important, and it is essential that illustrative material, if included, is well set out and used effectively.
- Graphs, diagrams, tables, and maps are effective only if they are clearly labelled and easy to interpret.
- All such material that is included in the Extended Essay must be directly related to the text and acknowledged where appropriate.
- The use of photographs and other images is acceptable only if they are captioned and/or annotated and are used to illustrate a specific point made in the Extended Essay.

### Referencing

- An Extended Essay must reflect intellectual honesty in research practices and provide the reader with the **exact** sources of quotations, ideas, and points of view through accurate bibliographies and referencing.
- Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves and it shows the student's understanding of the importance of the sources used.

## Subject vocabulary

**stakeholders** people or groups who have an interest in, or are affected by, the activities of organisations, particularly businesses

**market failure** when resources are not allocated or used efficiently.

**negative externalities** occur when the production or consumption of a good creates costs that must be paid by third parties. The existence of negative externalities means that social cost is greater than private cost

**private costs** the cost incurred by firms or consumers from their own production or consumption of a good

## Marking criteria

The mark you receive for your essay is based on the extent to which your work meets the assessment criteria. Set out below are the IB criteria and how they relate to an Economics Extended Essay.

### Criterion A: Research question (2 marks)

- Assesses the extent to which the purpose of the essay is specified.
- For top marks the research question is clearly stated in the introduction or on the title page and is sharply focused, making effective treatment possible within the word limit.
- Broad questions and historical questions are to be avoided.
- Make sure through discussion with your supervisor that your question is sharply focused and of significance to specific **stakeholders**.
- The question should not have an obvious answer but should lend itself to debate and argument – this means that you can present a variety of arguments that you can assess, allowing you to make judgments about their validity.
- The question must allow you to apply a number of economic theories and diagrams in order that you are able to gain good marks in each criterion.

### Criterion B: Introduction (2 marks)

- Assesses the extent to which the introduction makes clear how the research question relates to existing knowledge on the topic and explains how the topic chosen is significant and worthy of investigation.
- Ensure you demonstrate in the introduction why the question is significant and explain how it allows for appropriate economic analysis.

### Criterion C: Investigation (4 marks)

- Assesses the extent to which the investigation is planned and an appropriate range of sources has been consulted, or data has been gathered, that is relevant to the research question.
- For top marks an imaginative range of appropriate sources has been consulted or data has been gathered, relevant material has been carefully selected, and the investigation has been well planned.
- Ensure you use a wide range of sources.
- Primary research, such as a survey, must allow for relevant economic analysis relating to the question.
- The validity and limitations of secondary information should be questioned, for example the limitations of national accounts statistics should be discussed.
- Use sources that can be shown to be relatively trustworthy.

### Criterion D: Knowledge and understanding of the topic studied (4 marks)

- Assesses subject knowledge and, when appropriate, expects the essay to locate the investigation in an academic context clearly and precisely.
- Your essay should demonstrate an understanding of economic theories that directly relate to its topic.
- The relevant theories should be integrated within your essay and should not be separated into sub-sections.
- The essay should be a piece of work that flows in a continuous, logical way.
- Do not apply theories or diagrams that cannot be directly related to your research question.
- You should use diagrams when appropriate to enhance the analysis.
- Diagrams must be clearly and accurately labeled and be related to the specific area of investigation in order to support or contest an argument.
- The analysis of diagrams must be relevant and linked to the question; for example, if your question concerns **market failure** caused by **negative externalities** in production, when explaining external costs and **private costs** relate them directly to the industry under investigation, giving appropriate examples.
- Do not simply copy an explanation of the diagram from your textbook.

### Criterion E: Reasoned argument (4 marks)

- Assesses the extent to which the essay uses the material collected to present ideas in a logical and coherent manner, and develops a reasoned argument in relation to the research question.
- Make it clear throughout the essay that you are putting forward ideas and making judgments based on sound analysis with the intention of answering the research question.
- Your personal views and opinions are not valid unless backed up by a comprehensive assessment of all the relevant arguments.
- Your arguments should be put forward while also acknowledging alternative views.

**Criterion F: Application of analytical and evaluative skills appropriate to the subject** (4 marks)

- Assesses the effectiveness and sophistication of the analytical and evaluative skills applied.
- Make sure you question the validity of the information you use.
- Question the limitations of economic theory and the diagrams.
- Assumptions that support theories may be questioned as to their validity and show how this may place limitations on any conclusions that are drawn.
- Do not use diagrams that you cannot show are relevant to the research question; for example, do not include a diagram showing how regulation can correct market failure if such a course of action is not applicable.
- Where possible, label your diagrams appropriately as they relate to the question; for example, on a demand and supply diagram label the y-axis with the currency of the country and the particular good along with the actual prices and the x-axis with the actual quantities of the good.

**Criterion G: Use of language appropriate to the subject** (4 marks)

- Assesses the clarity and precision of communication, and expects the appropriate terminology to be used with accuracy, skill, and understanding.
- You must use lots of relevant economic terminology ensuring you accurately and clearly define the key terms while, where possible, relating it to the case in hand; for example, if you use the term marginal private cost as it relates to the car manufacturer Ford, it should be defined as the addition to Ford's total private cost from increasing output by one vehicle.

**Criterion H: Conclusion** (2 marks)

- Assesses the extent to which the essay incorporates a conclusion that is relevant to the research question and is consistent with the evidence presented in the essay.
- Your conclusion should be based on the arguments previously discussed in your essay – you must not bring in new arguments and content in your conclusion.
- You should summarize the previously discussed limitations to your analysis; for example, the limitations of any primary research should be restated and you should indicate how such limitations might affect the validity of your conclusions.
- You might also restate, for example, the potential bias of a person you interviewed, which would lead you to question the validity of any conclusions reached.

**Criterion I: Formal presentation** (4 marks)

- Assesses the extent to which the layout, organization, appearance, and formal elements of the essay consistently follow a standard format.
- The formal elements are: title page, table of contents, page numbers, illustrative material, quotations, documentation, including references, citations, and bibliography, and appendices (if used).
- All diagrams and labeling should also be clearly and neatly presented.
- If you fail to provide one or more of the above elements of a formal presentation and/or they lack clarity or accuracy you will lose marks.

**Criterion J: Abstract** (2 marks)

- The requirements for the abstract are for it to state clearly the research question that was investigated, how the investigation was undertaken and the conclusion(s) of the essay.
- Make sure the research question is clearly stated within the explanation of how you carried out your investigation including a description and explanation of the research methods used.
- You must also provide a summary of your conclusions.
- Remember that all of this must be achieved within a maximum of 300 words.

**Criterion K: Holistic judgement** (4 marks)

- Qualities that are rewarded under this criterion include the following:
  - Intellectual initiative:** Ways of demonstrating this in SEHS essays include the choice of topic and research question, and the use of novel or innovative approaches to address the research question.
  - Insight and depth of understanding:** These qualities are most likely to be demonstrated as a consequence of detailed research and thorough reflection, and by well-informed and reasoned arguments that consistently and effectively addresses the research question.
  - Originality and creativity:** These qualities will be apparent by clear evidence of a personal approach backed up by solid research and reasoning.

- You can show intellectual initiative by using a wide range of sources (not just those found on the Internet).
- Use books and journals and conduct well-structured primary research such as surveys or interviews; also try to interview people who are specialists in the field under investigation.
- Your conclusions should be balanced, recognize their limitations, and be based on accurate and clear economic analysis that directly relates to the research question while also demonstrating an appreciation of alternative views.

## What constitutes an appropriate Extended Essay question?

### 1. The question should be sharply focused

- Avoid questions that are open and broad. For example, the question *'Discuss the impact of the oil industry on the Nigerian economy'* is very broad. There are countless effects of the oil industry on many aspects of the economy; it would be difficult to answer the question effectively in 4000 words.
- *'How does the exploration and extraction of oil in the Niger delta affect the well being of the citizens of the region?'* is a much more focused question. First of all, the question is centered on one important oil-producing region of Nigeria, and secondly the emphasis is on how the production affects the wellbeing of the citizens who live in the region. It is possible to focus the question even more sharply by concentrating on a specific type of citizen, such as farmers. There are of course many positive and negative effects, but it is clearly possible to have an effective discussion about the impact of the oil industry on the citizens of this region. It is also possible to draw reasoned and balanced conclusions within the 4000-word limit.
- *'Discuss the effect of globalization on the economy of the United States'* is an inappropriate question for a 4000-word essay. It is far too broad and needs to be more focused. *'To what extent have the trade barriers erected by China affected the US economy?'* is a more focused question, but could be even more focused if centered on a particular product, such as beef or steel, and the economy of a particular region of the US.

### 2. The question must allow you to apply lots of economic terminology, concepts, theories and diagrams

- This will in turn allow for effective economic analysis, which is essential for a good grade. The Extended Essay is an opportunity for you to demonstrate a good understanding of relevant economic theories by applying them in answer to your question. It is important that you write as an economist.

### 3. The question must allow you to conduct primary and secondary research

- When considering which question to answer, take into account potential access to sources of secondary information and any possible contacts available to you that might be good sources for your primary research.

### 4. Pick a question that you are genuinely interested in answering

- You will spend quite some time working on this project. It is important that you are enthusiastic and motivated.

## Extended Essay – Example

### ***How does the exploration and extraction of oil in the Niger delta affect the wellbeing of the citizens of this region of Nigeria?***

#### **Criterion A: Research question (2 marks)**

To gain both marks the research question must be stated in the introduction and the question must be focused, allowing for it to be answered effectively within the 4000-word limit. In other words it must be possible to meet the demands of all the criteria. The above question meets this assessment criterion. The question does not have an obvious answer and clearly allows for a discussion of a variety of views and arguments from the perspective of a range of stakeholders, which can then be assessed so judgments can be made and conclusions drawn. It is clear that lots of economic terminology, concepts and theories can be applied, and that diagrams can be used to illustrate the answer to this question.

#### **Criterion B: Introduction (2 marks)**

In the introduction, a comment concerning the significance of the question must be made along with an explanation of how the question allows for relevant economic analysis.

### Subject vocabulary

**trade barriers** restrictions put in place by government on international trade in order to protect domestic jobs and industries. Examples include subsidies and tariffs.

**stakeholders** people or groups who have an interest in, or are affected by, the activities of organisations, particularly businesses

An outline of why this question is important might include the significance of oil to economic growth throughout the world; the industry's contribution to the **gross domestic product** of Nigeria and in particular the average income in the Niger Delta; the benefits the industry brings, including employment and the generation of tax revenue; the costs associated with the industry, including environmental degradation and issue of **sustainable growth**. Although it is clear that oil is essential for **economic growth** throughout the world it is important to investigate the impact that the industry has on the wellbeing of the people who live and work in the area where the resource is being extracted.

A description of the theories that are to be applied throughout the essay is needed. Of course, it is impossible to know at the beginning exactly which theories and concepts will be applied, so the student should rewrite the introduction after completing the essay. Just a few of the concepts relevant to this question include GDP, **Green GDP**, **foreign direct investment**, the multiplier effect, **positive externalities** and **negative externalities** in production, **market failure**, welfare loss, sustainable growth, and the **Human Development Index**. By explaining why these concepts need to be applied in order to answer the question, the examiner is shown that the question allows for appropriate economic analysis.

### Criterion C: Investigation (4 marks)

To meet the requirements of this criterion an extensive and imaginative range of relevant sources must be consulted. It is very important not to rely exclusively on information gathered from the Internet. Examples of appropriate primary research might include an interview with a politician/government representative or bureaucrat who has connections to the industry, and an interview with an environmental interest group that is involved in the issues surrounding the impact of the oil industry. Interviews do not have to be face to face. For example, it is possible to get responses to questions via email.

Type 'Oil production in the Niger Delta' into Google and it brings up countless books, articles from journals, and news reports relating to the many issues connected to the topic. Gaining access to a university library would also help in the gathering of information needed to successfully answer the question. Reading all of this material is time consuming, but it is a crucial part of the process. Gathering appropriate information from a variety of sources that can be used in the construction of the answer is essential for a high grade. It is important to keep a record of all sources because any that are used must appear in the bibliography.

The web sites of the World Trade Organisation, The World Bank and the Organisation for Economic Co-operation and Development are very useful sources. For example, information concerning GDP, income per capita, literacy rates, life expectancy rates and the Human Development Index can be found via these sites.

### Criterion D: Knowledge and understanding of the topic studied (4 marks)

The essay must demonstrate good understanding of the economic concepts and theories applied. All diagrams and theories must be relevant to the topic. Economic analysis must not be simply copied from a text book but should be related to the actual area under investigation. For example, there are many negative externalities caused by the exploration and extraction of oil. It is appropriate to use the negative externalities in production diagram along with an explanation of market failure. However, in order to meet fully the requirements of this criterion this economic analysis must be placed in context. For example, the diagram must be labeled appropriately and the external costs must specifically relate to the actual costs created by the exploitation and extraction of oil in the Niger Delta. In the same way, positive externalities must be placed in context using real examples. The costs and benefits referred to within the analysis must be evidenced by research and not simply made up.

### Criterion E: Reasoned argument (4 marks)

All developed arguments must be based on relevant economic analysis that is firmly placed within the context of the area under investigation, and it must be clear that the analysis helps to answer the research question. For example, it might be appropriate to investigate the relationship over time between the extraction of oil in Nigeria, **GDP per capita** and the Human Development Index. It is clear in this case that the analysis of the researched data is entirely relevant and will help to answer the question in terms of the possible relationship between oil production and the wellbeing of citizens in the Niger Delta. An argument developed from this analysis would be reasoned and valid, and would therefore meet the demands of this criterion. Nevertheless, it is essential that alternative reasoned arguments are developed to provide a contrast and reflect differing views. It is fine to draw conclusions, but these must be based on the development of a variety of reasoned arguments that come from appropriate economic analysis. Concluding arguments should be put forward while also drawing the reader's attention to the alternative points of views.

### Criterion F: Application of analytical and evaluative skills appropriate to the subject (4 marks)

In all cases it is important that the validity of information gathered is questioned, and it should be explained that realistic concerns regarding the validity of data places limits on the strength and dependability of any conclusions drawn. For example, it cannot be assumed that the information gathered concerning income per

## Subject vocabulary

**gross domestic product** the monetary value of all the finished goods and services produced within a country in a given period of time, usually measured over a year

**sustainable growth** economic growth that meets the needs and wants of the current generation in such a way that does not prevent future generations from meeting their needs and wants

**economic growth** an increase in real GDP

**Green GDP** green GDP equals GDP minus the negative externalities of production

**foreign direct investment** cross-border investment, usually by firms, that involves the acquisition of assets in a foreign country. FDI can be the purchase of a minimum of 10 per cent of the shares of a foreign company but also includes the creation of productive capacity.

**positive externalities** occur when the production or consumption of a good causes benefits to third parties. The existence of positive externalities means that social benefit is greater than private benefit.

**negative externalities** occur when the production or consumption of a good creates costs that must be paid by third parties. The existence of negative externalities means that social cost is greater than private cost

**market failure** when resources are not allocated or used efficiently.

**Human Development Index** a composite index that measures a country's achievements in three areas: life expectancy rates, literacy rates, and income per head

**GDP per capita** equals gross domestic product of a country divided by the population



## Subject vocabulary

**resources** the inputs into the production process, the factors of production

**third parties** people who are not directly involved in a transaction but are nevertheless affected by the transaction. People who are external to the market

**external benefits** occurs when the production or consumption of a good causes a benefit to third parties

**external cost** occurs when the production or consumption of a good creates a cost that must be paid by third parties

**social cost** the total cost to society from the production or consumption of a good. Social cost = private costs + external costs (negative externalities)

**social benefit** the total benefit to society from producing or consuming a good or service

head in the Niger Delta is accurate. The student must explain why this may be the case – this would entail a discussion of the difficulties in collecting accurate and reliable national account data in Nigeria.

The validity of economic theory should be questioned. Economic models are simplifications of very complex processes. At times unrealistic assumptions are made, and when applying such models it is important to point out their limitations. Diagrams that cannot be shown to be directly relevant to the question should not be used. For example, it would be inappropriate to use a diagram illustrating the effect of a tax on oil on the allocation of **resources** in the industry if such analysis does not help to develop arguments that are relevant to answering the question.

Use actual relevant data to label diagrams and when explaining the diagrams. For example, if a positive externalities in production diagram is used to illustrate the benefits to **third parties** from oil exploration and extraction, the diagram should be labeled 'price of oil' on the y-axis and 'quantity of oil' on the x-axis. Analysis would include researched actual examples of the **external benefits** enjoyed by citizens who live in the Niger Delta that are generated by the presence of the oil industry.

An example of evaluation would be to note that citizens are not all the same, that they have varying interests, and that the benefits and costs of oil exploration and extraction do not fall evenly over the population. Researching and assessing the differing impacts is an analytical skill.

### Criterion G: Use of language appropriate to the subject (4 marks)

To fully meet the requirements of this criterion writing must be clear and precise, the essay must include lots of relevant economic terminology, and the key economic terms must be clearly defined. The terms must be accurately applied and relate to the investigation. For example, when analyzing the consequences of oil production the term **external cost** will be used. The term must be immediately defined (but only once) and it must be explicitly related to the oil industry in the Niger Delta through examples of documented actual costs to third parties in the region.

### Criterion H: Conclusion (2 marks)

To meet the requirements of this criterion, all conclusions drawn must be based on the reasoned arguments that have been developed throughout the essay. While it is expected that conclusions *are* drawn, it is also necessary to state that there are alternative points of view. New material and new arguments should not be put forward at this stage. The conclusion should also include a summary of the primary and secondary data gathered and the validity of theories applied, along with a statement that the reliability of the conclusion might therefore be open to question. For example, information obtained from an interview with a politician may be biased, as might information obtained from an environmental interest group. The conclusion should also recognize that there are numerous benefits and costs related to oil exploration and extraction, and that the overall effect on citizens is debatable.

### Criterion I: Formal presentation (4 marks)

To meet the requirements of this criterion all formal parts of the essay must be completed according to the stated standard format. The formal elements are: the title page, table of contents, page numbers, illustrative material, quotations and documentation (including references, citations, bibliography and appendices if used).

If the essay appears without a bibliography or if quotations are not referenced it will receive 0 marks for this assessment criterion. A maximum of 2 out of 4 will be given if one of the elements (i.e. the title page, table of contents, page numbering etc.) is not included. One mark will be deducted for badly drawn and inaccurately labeled diagrams.

### Criterion J: Abstract (2 marks)

The abstract (maximum 300 words, placed after the title page) is an overview or synopsis of the Extended Essay and therefore must be written last. To meet the requirement of this criterion the abstract must, at the very least, clearly state the research question, the extent of the investigation and how it was undertaken, along with a summary of the conclusions drawn.

For example, the abstract should contain a description of the processes gone through in order to reach the conclusions concerning the **social costs** and **social benefits** of oil exploration and extraction in the Niger Delta. It should also include an explanation of how the welfare and wellbeing of the region's citizens has been measured for the purposes of answering the question, while at the same time noting that the citizenry is not homogeneous thus the benefits and costs will vary. The primary research and secondary research undertaken needs to be outlined, explaining how it was used to help answer the question.

**Criterion K: Holistic judgement** (4 marks)

Qualities that are rewarded under this criterion include intellectual initiative, insight and depth of understanding, and originality and creativity. It is important to use a wide range of sources. Use books, a variety of journals, and appropriate primary research such as interviews and surveys.

- The criteria listed above are demonstrated through detailed, varied research and the application of concepts and theories leading to reasoned and valid arguments from which reliable and balanced conclusions can be drawn to answer the question.

**Do not rely solely on the Internet. This does not demonstrate intellectual initiative, nor originality and creativity.**

## How to write an email requesting help

You may wish to contact an academic directly to ask for further details of a paper they have published or for other information. In some cases, you may wish to arrange to meet them to discuss a particular matter.

### General tips

Being a young person carrying out challenging research, you will probably find that people are very willing to help you, providing you approach them politely and respectfully.

- Keep it **brief**. Show that you respect the fact that they are busy.
- Make a **request**; do not demand. You are asking a favour.
- Be **polite**, not sycophantic. It is a good idea to show an interest in their work, but flattery will just make you look naïve (e.g. say you are 'interested', not 'enthralled' or 'intrigued').
- Be as **specific** as possible. Do not make vague requests for assistance and certainly don't make it sound as if you want them to do the project for you!

### Example:

Ensure you address your email to an individual, not a department or group. Do not misspell the name or use the wrong title.

When you know the addressee's name, use 'Yours sincerely'; you may choose to relax the formality after the reply.

Write your name in a plain manner.

Dear Dr Wilkins,

I am writing to ask whether you would be willing to answer some questions I have relating to your study of the costs of air pollution in major Chinese cities. I am a student at ..... School in ..... working towards the Extended Project Qualification.

I am particularly interested in your views on the benefits and drawbacks of tradable permits. My research had led me to question the claims, made by some commentators, that regulation would be the most effective way of reducing these costs.

If you were able to help me in any way I would be extremely grateful. I am, of course, very happy to correspond with you by email; alternatively, I would be delighted to visit you at the Department of Social Sciences if more convenient.

Yours sincerely,

Mary Smith

State the purpose of the email, and be very specific about your needs.

Briefly introduce yourself.

Give further details of your project.

Suggest exactly what you have in mind, clarifying how you would like to proceed.

## Bibliography

- You must provide an alphabetical list of all of the works you use at the end of your essay. (Works which you have read but found to be irrelevant or unhelpful can be omitted.)
- In the academic world there are various systems, all with specific rules on how to cite. You might choose to follow the 'Notes and Bibliography' version of the **Chicago** system. Discuss this with your teacher.
- Set out below are examples of how you should write up the bibliography for various types of publications using the Chicago system:

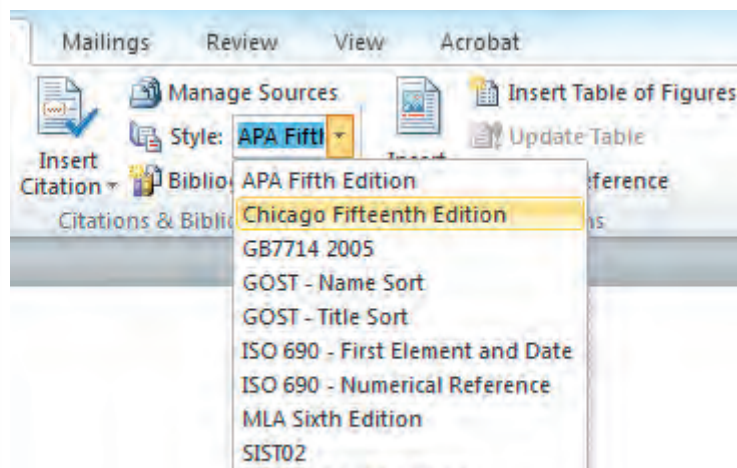
<b>Book</b>	Wolf, M. <i>Why Globalization Works</i> . Yale University Press: New Haven and London, 2004
<b>Introduction or preface</b>	Hawken, P. Introduction to <i>Small is Beautiful: a Study of Economics as if People Mattered</i> , by E.F. Schumacher. Hartley and Marks Publishers Inc., 1999
<b>Article in a journal</b>	Akitomi, H. 'The British Trade Policy Plan During the First World War: a Modified "Imperialism of Free Trade"?' <i>The Journal of European Economic History</i> , Volume 35, Number 3, (Winter 2006): 617–643
<b>Article in newspaper</b>	Ford, R. 'UKIP Have Torn up the Map.' <i>The Daily Telegraph</i> , May 27, 2014
<b>Websites, web page</b>	BBC News UK. 'Air Pollution: High Levels to Spread across England.' BBC. <a href="http://www.bbc.co.uk/news/uk-26844425">http://www.bbc.co.uk/news/uk-26844425</a> (accessed May 27, 2014)
<b>Film &amp; TV documentaries, interviews, etc.</b>	<i>The World at War</i> . 1973. [Television series] Directed by Ted Childs and Martin Smith. England: Thames Television

- For a type of text (or other source) not outlined above, please refer to *The Chicago Manual of Style* for guidance: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

## Generating a bibliography in Word

Formatting a bibliography correctly can be a time-consuming and laborious business. Thankfully, Word has a feature which does all of the formatting for you – though you do still have to enter all of the publication data yourself.

- First, select 'Chicago' from the drop-down menu under 'Citations and Bibliography' on the 'References' tab (this refers to the referencing style):



- Next, enter your sources by clicking on 'Manage Sources', clicking 'New...', choosing the type of source, and then entering information into the fields. For a book, the default fields that appear are:

**Create Source**

Type of Source: Book

Bibliography Fields for Chicago Fifteenth Edition

Author: Ritzer, George Edit

☐ Corporate Author

Title: The McDonaldization of Society

Year: 2004

City: London

Publisher: Sage Publications

☐ Show All Bibliography Fields

Tag name: Rit04

Example: Adventure Works Press

OK Cancel

- Once all of your various sources have been entered, select them in the 'Master List' box (on the left) and click 'Copy' to add them to the 'Current List' (on the right).
- Generating the bibliography is now only a matter of choosing 'Bibliography' and then 'Insert Bibliography'. This will sort all of the entries by author, present them with a professional-looking hanging indent, place the publishing details for each in the right order, and format them correctly (using brackets, italics etc.).
- The information in the example above results in the following line being generated:  
Ritzer, George. *The McDonaldization of Society*. London: Sage Publications, 2006.
- Consult your teacher regarding using the Chicago footnoting method.

## A note on plagiarism

### What is plagiarism?

When you present someone else's ideas as your own, whether orally or on paper, you are plagiarizing that person's work. Plagiarism is therefore a form of cheating. Learning to take on other people's ideas and to use them as a way of framing your own understanding is an important skill, however, and it is the responsibility of your school to make sure you understand the line between this kind of proper scholarship and plagiarism.

Some plagiarism is deliberate: for example, when pupils cut and paste material from a website, copy coursework from other pupils, or reproduce passages from a book and pretend it is their own original work. More commonly, plagiarism comes about as a result of inexperience or ignorance of the rules of scholarship. This can be avoided if pupils listen very carefully to the advice and guidelines given by teachers when setting up coursework tasks, or other projects that involve analysis or research.

### How can I avoid unintentional plagiarism?

Whenever you take notes from a book you are reading, or material from a website, you must discipline yourself to make a note of the source, which should include the title of the book and its author, and the number of the page from which the information has been taken. This is true both of quoted material and your own summary of what a writer says. If you do not do this, it is sometimes hard to remember which were your ideas and which were from another source, and this is when unintentional plagiarism can happen.

When you write your essay, you must make clear when you are using ideas or material that you have noted down from someone else's work. You can do this by putting the source details in brackets after the quotation or summary of the idea, or by means of a footnote. You must also include any of these references (as well as other texts you have consulted but not quoted from) in a bibliography, which is a list of those books that you have consulted and used in your essay. This is part of good scholarship, and you will get marks for acknowledging your sources in this way.